



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

April 22, 2025

DIVISION MEMORANDUM

No. **04-129**, 2025

COMPOSITION OF THE DIVISION RECORDS MANAGEMENT IMPROVEMENT COMMITTEE

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Section/Unit Heads
All concerned
This Division

1. Pursuant to DepEd Memorandum No. 105, s. 2022 dated November 9, 2022, which states the creation of Records Management Committee (RMIC) as an advisory body on the development of records management.
2. Following the reconstituted composition of the Records Management Improvement Committee (RMIC) stated in the above-mentioned memorandum, the field is hereby informed of the new composition of the Division Records Management Improvement Committee to wit:

Chairman: **Roel T. Diamante, Ph.D, CESE**
OIC- Asst. Schools Division Superintendent

Vice Chairman: **Malou S. Omosay**
Administrative Officer V (GAS)

Members: **Atty. Jeddah May C. Nangcas**
Legal Officer III

John Eric A. Jabines
IT Officer

Maricris O. Sulapas, CPA
Accountant III

Catherine B. Landao
EPS II, Schools Governance Operations Division

Carlo Borris G. Oraliza
PDO I, Curriculum Implementation Division

Abigail C. Salgado
Administrative Assistant III, Personnel Unit



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Secretariat:

Reycelle E. Agatep
Administrative Assistant III

Jelyn T. Mante
Administrative Aide VI

3. The Committee shall, among others, perform the following functions:

- a. Provide oversight and guidance on the implementation of a systematic Records Management Program in all phases of records management (e.g., creation, maintenance, and disposition);
 - b. Recommend documents that are of continuing value for preservation, and which are for immediate disposal;
 - c. Determine the retention period of the agency's records and formulate the Records Disposition Schedule, subject to the approval of the agency head and the final approval of the Executive Director of the NAP;
 - d. Formulate policies and techniques for repairing damaged records and take positive steps to prevent loss and unauthorized destruction of records; and
 - e. Establish a repository for the storage of records that are no longer needed by the agency, but which are not yet ready for disposal or a program to transfer the records to the Records Management and Archives Office.
4. This memorandum will take effect immediately and supersede all other orders inconsistent herewith.
5. For the information and guidance of all concerned.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:
RECORDS MANAGEMENT COMMITTEE RECORDS

OSDS/momosay
04/22/25



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiargao.com

siargao@deped.gov.ph

DepEd Siargao